



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	ALL PERSONS INTERESTED
2	Job Classification	PLAN ANALYST
3	Posting Number	PN# 111976
4	Department	PLANNING AND DEVELOPMENT
5	Division	
6	Section	Development Services- Site Plan Review
7	Reporting Location	3300 MAIN*
8	Workdays & Hours	M - F, 8 a.m. - 5 p.m.*
		*Subject to change

- 9
DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS
Reviews and analyzes construction documents to ensure compliance with various codes, ordinances and policies including off-street parking, landscape, and other development requirements. Interprets and explains permit procedures to the public. Meets with engineers, architects, contractors and general public to discuss construction project plans and specifications and resolve inquiries. Researches previous permit related actions and enter specification data into the computer. Provides technical assistance to other Departments.
- 10
WORKING CONDITIONS
The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.
- 11
MINIMUM EDUCATIONAL REQUIREMENTS
Requires a related Associate's degree, such as Engineering, Architecture or the equivalent.
- 12
MINIMUM EXPERIENCE REQUIREMENTS
Six months of skilled, journey level experience in building trades, inspection or plan examining in the area of analysis to be performed are required.

Two additional years of skilled, journey level experience in building trades, inspections or plan examining in the area of analysis to be performed may be substituted for the above degree requirement.
- 13
MINIMUM LICENSE REQUIREMENTS None
- 14
PREFERENCES Basic knowledge and skills related to computer operations; experience working with and advising architects, engineers, contractors and the general public on development requirements. Experience working under tight deadlines.
- 15
SELECTION/SKILLS TESTS REQUIRED None
However, the Department may administer a skill assessment evaluation.
- 16
SAFETY IMPACT POSITION ☐ Yes ☒ No
If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug
- 17
SALARY INFORMATION
Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 14
\$1,036 - \$1,559 Biweekly \$26,936 - \$40,534 Annually
- 18
OPENING DATE July 12, 2006
- 19
CLOSING DATE Open Until Filled
- 20
APPLICATION PROCEDURES
Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st Level. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 837-7744. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An equal opportunity employer